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| **Abbeyfield Ferring Society** | **JOB DESCRIPTION** |
| **Job Title** | Domestic |
| **Unit** | Cornwell House |
| **Responsible To** | House Keeper |
| **Responsible For** | - |
| **Salary** | £7.83 ph weekdays; £8.64 ph weekends |
| **Hours of Work** |  |
| **Role Category** | Frontline Worker |

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| **Job Requirements** | |
| **Essential** | * Good organisational skills * Friendly outgoing personality * An understanding of older people and the issues they may face. * People person with a ‘can do’ attitude |
| **Desirable** | * Previous experience relevant to the role * A broad understanding of Health and Safety, COSHH, fire safety, |

# Job Purpose

To work under the direction of the Housekeeper to ensure the presentation of the home is to a high standard at all times.

To promote in a positive and professional manner the image of Abbeyfield Ferring Society.

**Main Duties**

* To vacuum all communal areas daily
* To clean all toilets, hand basins, baths, showers and Sluice daily
* To ensure the lift is clean and tidy and in good operation order, if there are any concerns report to the Home Manager
* Dust all surfaces, shelves, window sills, communal areas and empty bins daily
* Clean all residents room daily to a high standard as directed by the housekeeper
* To communicate with staff and residents as appropriate, promoting dignity, choice and independence within the home.
* To be ensure all CQC regulations are met and all relevant policies and procedures are followed at all times.
* To attend required mandatory training and team meetings when required.
* To work constructively as an active participative member of the Abbeyfield Ferring Society home team.

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Abbeyfield Ferring Society to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Site Manager, Chief Operating Officer or a member of the Board of Trustees.

**Equal Opportunities**

Abbeyfield Ferring Society is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

**ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

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| **Leadership Levels** | |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers. |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Abbeyfield Ferring Society. For example, Chief Operations Officer and Trustees |